



Parking Reimbursement for Transitioned VITA Employees

EFFECTIVE DATE: 07/01/04

PURPOSE: To transfer VITA employees' parking fees to those agencies that have control of and must pay for their parking spaces.

SCOPE: Agencies with VITA on-site employees who have parking fees.

STATEMENT OF POLICY: Agencies that have on-site VITA employees will maintain control of the parking spaces for those employees. VITA will deduct the employee's share of the parking cost from the VITA employee's paycheck. Agencies will bill VITA for parking reimbursement. VITA will not bill the parking cost back to the agency.

If the transitioned VITA employee leaves and the position is not assigned back to that agency, the agency has responsibility for assigning the vacant parking space. If a new VITA employee is assigned to the same agency, the parking assignment is made based on the agency's internal parking policies. When a new VITA position is assigned to an agency, the parking assignment is made based on agency policies.

ASSOCIATED PROCEDURE: Transitioned agencies will prepare a monthly invoice or IAT (in accordance with CAPP Topic 20405, Inter-Agency Transactions) to bill VITA for the parking fees of transitioned employees. A list of the transitioned employees should accompany the invoice or IAT. VITA will process the invoice or IAT in accordance with DOA Policy. Submit the invoice or IAT to:

VITA
Attention: Katherine Townsend
110 South Seventh Street, 3rd floor
Richmond, VA 23219

AUTHORITY REFERENCE: CAPP Topic 20405, Inter-Agency Transactions

OTHER REFERENCE: Sheila Erickson, Director of Parking Services, Department of General Services